

POLICY: KG
Approved: October 28, 1996
Reviewed:
Revised: June, 2002
Revised: September 22, 2003

**DISTRICT FACILITIES AND EQUIPMENT USE BY
SCHOOL RELATED OR OUTSIDE GROUPS**

The School Board supports making its facilities available to responsible organizations, groups and individuals of the community for appropriate educational, civic, cultural or recreational activities that do not infringe upon or interfere with the conduct and best interests of the educational programs and services of the School District.

The facilities of the District will be available for use under the guidelines (Policy KG-R). No individual or group shall use the facilities unless they agree to the guidelines. The Board reserves the right to alter or change the conditions at any time. Nothing in this policy shall be construed to guarantee any person or group the right to use the facilities.

The facilities of the District will be scheduled and used according to the priorities established below.

1. The requirements of the school program will be given first priority.
2. The Hartford Recreation Department, City Band and Hartford Union High School will be given second priority.
3. Persons and groups from the District will be given third priority.
4. Persons and groups not associated with the District will be given fourth priority.

Fees for use of the school facility will be determined by the Board of Education. A fee payment schedule will be determined by the District Administrator or his/her designee for multiple use requests.

All organizations using school facilities shall abide by all rules, regulations or policies established by the School Board, as well as those rules and regulations established by the individual school building that has been rented.

Failure to follow the requirements of this Policy may preclude a group from future use of school facilities. Misrepresentations, omissions or fraudulent information on the application will preclude a group from use of school facilities.

LEGAL REFERENCE: Sections 120.12(a), (20) Wisconsin Statutes
120.13(17), (19), (21)
125.09

CROSS REFERENCE: KG-R, Guidelines for District Facilities/Equipment Use
KG-E, Use of District Facilities Request & Contract